



## POSITION DESCRIPTION

**CLASSIFICATION TITLE** Senior Coordinator **WORK AREA** Tourism Development Grants Administrator

**CLASS CODE** 5311/Exempt **EFFECTIVE DATE:** October 1, 2001

**FUNCTION** Administrative and technical work in the support of grant administration, contract compliance, and monitoring of activities sponsored by the Tourism Development Department. Also includes budget tracking and analysis, agenda preparation, presentations to the Tourism Development Council and interaction with the BCC, media and public officials.

**EDUCATION AND EXPERIENCE** Bachelor's degree or paralegal certificate and two (2) years of contract administration and finance experience. *A comparable amount of education, training, or experience may be substituted.*

**SPECIAL REQUIREMENTS** Considerable knowledge of contract administration, budgeting and accounting principles and legal terminology used in developing contracts. Knowledge of governmental fiscal policies, contract compliance, budgeting procedures, and accounting principles and practices. Knowledge of marketing events preferred.

Ability to determine the most effective methods of resolving non-compliance issues. Ability to organize work and prepare complex reports and forms. Ability to read, interpret and formulate contract details and to monitor project costs as well as project costs for proposed contracts and events.

Ability to maintain effective working relationships with County Officials, County staff, the media, event promoters and the general public. Ability to communicate effectively both orally and in writing. Ability to use a personal computer to develop reports and track financial records. Ability to work independently and to identify, analyze and solve diverse issues.

**ESSENTIAL FUNCTIONS** *Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Drafts and/or coordinates the drafting and processing of contracts, agreements, applications and permits related to Tourism Development programs and activities.

Monitors and coordinates contracts for the Tourism Development Department to ensure compliance by event organizers, grant fund recipients and County Staff. Monitors, verifies, and processes requests for payment, distribution of funds and financial reports for Tourism Development Programs. Tracks contract renewal and expiration dates to ensure timely renewal or re-application for grant funds.

Coordinates with other County Departments in the preparation of contracts to support events and grants for the Tourism Development Department. Prepares contract packages for review and approval by the Department Director. Prepares appropriate paper work to authorize payment of funds for scheduled events. Prepares agenda items for consideration by the Board of County Commissioners.

Provides administrative support for the department, by conducting research, answering inquiries from the public and attending County and other public meetings and conferences as necessary.

Prepares reports on the progress of contracts and events, and makes presentations.

Assists in the coordination of events to include activities of vendors, sponsors, and attendees.

Analyzes tourism department budget to prepare monthly reports to the TDC and assists in the preparation of the annual department marketing plan and budget.

Point of contact for Tourism Development Council, BCC and media in absence of Director. Represents Director at County Commission meetings.

Represents department and director in community and county events through public speaking and interactions with officials.

Performs other duties as assigned or as may be necessary.

**WORKING CONDITIONS** The work environment for this position is a general office setting. The incumbent performs most duties while sitting at a desk, table, or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.